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Project Manager

HM Revenue and Customs

Apply before 11:55 pm on Friday 13th March 2026



[Apply now](#)

Reference number

450279

Salary

£45,544 - £55,157

National: £45,544 - £49,523

London: £50,686 - £55,157

A [Civil Service Pension](#) with an employer contribution of 28.97%

Job grade

Senior Executive Officer

Contract type

Permanent

Business area

HMRC - Change Delivery Group -
Project Delivery Professional
Excellence

Type of role

Project Delivery

Working pattern

Flexible working, Full-time, Job
share, Part-time

Number of jobs available

50

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Location

Belfast, Birmingham, Bradford, Bristol, Cardiff, Croydon, East Kilbride, Edinburgh, Glasgow, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Nottingham, Portsmouth, Preston, Stratford, Telford, Washington, Worthing.

Please note that due to workforce controls, Bradford, Croydon, Stratford and Washington are only available to existing HMRC staff already based in these locations.

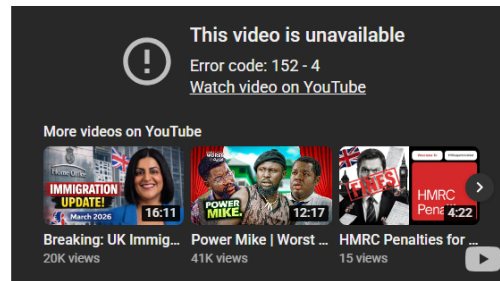
However, HMRC staff based in Reading can apply to move to Croydon or Stratford in line with Migration path.

HMRC staff based in 100PS can also apply to move to Croydon or Stratford.

About the job

Job summary

Discover a career in your hands at HMRC. Whether you're seeking purpose, growth, or a workplace that gives you a true sense of belonging, hear from some of our employees as they share their story about what it's really like to work at HMRC.



Visit our [YouTube channel](#) to watch the full series and come and discover your potential.

HMRC is one of the UK's largest Government Departments and one of the country's biggest organisations. Almost every individual and business in the UK is a direct customer of HMRC. We collect over £500 billion each year from more than 50 million customers, helping to fund vital public services.

At HMRC, we are committed to creating a great place to work for everyone — an inclusive and respectful environment that reflects the diversity of the society we serve.

This role sits within the Project Delivery Profession, supported by the Project Delivery Professional Excellence (PDPE) team, which exists to build capability, set standards, and ensure excellent high quality delivery.

capability, set standards, and ensure consistent, high-quality delivery across HMRC.

Job description

HMRC's ambition is to be a trusted, inclusive, and modern tax authority, enabled by effective project and programme delivery.

As a Senior Officer (SEO) Project Manager, you will lead the delivery of medium-complexity projects or defined workstreams within larger programmes, ensuring agreed objectives are delivered to time, cost, quality, and governance standards.

You will be accountable for the day-to-day leadership of your project, applying proportionate controls, managing risks and issues, and working collaboratively with stakeholders and delivery teams to ensure successful outcomes and benefits realisation. You will operate in line with HMRC's Project Delivery standards, lifecycle, and governance framework, contributing to a consistent and professional approach to delivery across the organisation.

Project Delivery roles in HMRC are assignment-based. When an assignment ends, or where business priorities change, you will be redeployed to a new role aligned to organisational demand across HMRC's change portfolio.

Professional Standards & Development:

You will be part of HMRC's Project Delivery Profession and will be expected to work in line with HMRC Project Delivery standards and governance. You will be supported to work towards Government Project Delivery Accreditation where this is not already held.

Candidate Support:

We have created a FAQs document, covering the most commonly asked questions, please see the attachment.

We will also host two optional webinars to provide further insight and the opportunity to ask questions:

- **Webinar 1:** [Thursday 5th March 2026 at 12:00](#)
- **Webinar 2:** [Wednesday 11th March 2026 at 16:00](#)

Person specification

A typical day may involve:

- Managing the end-to-end delivery of a project or defined programme workstream.
- Establishing and maintaining project plans, controls and reporting.
- Managing risks, issues, dependencies, budgets and resources.
- Supporting governance and assurance activities.
- Engaging stakeholders to communicate progress and manage expectations.
- Using delivery data to monitor performance and forecast outcomes.
- Seeking guidance, support, and coaching from the Project Delivery community as needed.
- Coordinating the development of the business case.
- Managing change control across scope, cost, and timelines.
- Supporting benefits realisation in line with the business case.

Essential Criteria:

Candidates must demonstrate:

- Experience delivering small to medium projects or leading defined workstreams, using structured project delivery approaches.
- Knowledge of project governance, lifecycle controls, and assurance, applied proportionately to risk and complexity.
- Experience managing project plans, risks, issues, dependencies, and budgets.
- Ability to build effective relationships with stakeholders and communicate confidently at different levels.
- Experience using delivery information or data to monitor progress and support decision-making.

Desirable Criteria:

- Professional Accreditation: a recognised practitioner accreditation in project management (such as APM, PRINCE2, MSP, or Agile).
- Professional Membership: Membership of the Association for Project Management (APM).

Additional Location information - Transitional sites:

For more information on where you might be working, [review this information on our locations](#).

If your location preference is for one of the following sites, it's important to note that these are not long-term sites for HMRC and we will require you to move to a new building in the future, subject to our location strategy and the

applicable employee policies at that time.

These sites are:

- Waterview Park, Washington - moving to Pilgrims Quarter, Newcastle.
- Benton Park View, Newcastle - moving to Pilgrims Quarter, Newcastle.
- Centenary Court, Bradford - moving to 7 and 8 Wellington Place, Leeds.
- Telford Plaza, Telford - moving to Parkside Court, Telford.

You will be given more information about what this means at the job offer stage.

Leeds Location:

Moves Adjustment Payment will be available for this role, provided the successful applicant is a current HMRC colleague in Bradford and meets the eligibility requirements outlined in the HMRC's Moves Adjustment Payment guidance.

Behaviours

We'll assess you against these behaviours during the selection process:

- Leadership
- Managing a Quality Service

Technical skills

We'll assess you against these technical skills during the selection process:

- Planning.
- Stakeholder Engagement.

Benefits

Alongside your salary of £45,544, HM Revenue and Customs contributes £13,194 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

HMRC operates both Flexible and Hybrid Working policies, allowing you to balance your work and personal commitments. We welcome applications from those who need to work a more flexible arrangement and will agree to requests where possible, considering our operational and customer service needs.

We offer a generous leave allowance, starting at 25 days and increasing by a day for every year of qualifying service up to a maximum of 30 days.

- Pension - We make contributions to our colleagues' Alpha pension equal to at least 28.97% of their salary.
- Family friendly policies.
- Personal support.
- Coaching and development.

To find out more about HMRC [benefits](#) and find out what it's really like to work for HMRC [hear from our insiders](#) or visit [Thinking of joining the Civil Service](#).

Things you need to know

Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance \(opens in a new window\)](#) for more information on appropriate and inappropriate use.

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Experience and Technical skills.

We will use the **Government Project Delivery framework** to assess the Technical Skills: [Project Manager SEO - Government Project Delivery](#) <https://projectdelivery.gov.uk/pdctf/project-manager-seo/>

How to Apply

As part of the application process, you will be asked to provide the following:

- After submission of the first stage of your application, you will be invited to complete a **Civil Service Judgement Test**. If you successfully pass the test, you will be invited to complete the second stage which is completing your full application.
- A name-blind CV, to include your Job History for up to your last 3 jobs/roles (max 200-words per role) giving a brief summary of responsibilities and achievements. Headings; Employer name, Role title,

Start and end dates etc, will not be counted. Please also describe your Previous skills/experience relevant to the role.

- A 750-word Personal Statement, describing how your skills and experience would make you a strong candidate for this role. Your statement should clearly demonstrate how you meet the Essential Criteria and Person Specification outlined in the advert. Please use specific examples to evidence your suitability and ensure your response is focused, relevant and clearly structured.

Please also provide a statement (max 250-words) for the Desirable Criteria, if applicable to you, on the application form. This is not essential for the role but may be considered by the vacancy-holder where candidates have the same scores at sift or interview.

Further details around what this will entail are listed on the application form.

Sift

In the event of a large number of applications being received, an initial sift may be held on the Personal Statement.

At full sift your CV and Personal Statement will be assessed, with the successful candidates being invited to interview.

We may also raise the score required at any stage of the process if we receive a high number of applications.

Interview

During the panel interview, you will be assessed on your Experience, Technical Skills (Planning and Stakeholder Engagement), and Behaviours (Leadership and Managing a quality service).

Interviews will take place via video link (Microsoft Teams).

Sift and interview dates to be confirmed.

Eligibility

Please take extra care to tick the correct boxes in the eligibility sections of your application form. We understand mistakes sometimes happen but if you contact us later than two working days (Monday-Friday) before the vacancy closes, we will not be able to reopen your application for you. If you do make a mistake with your eligibility form, or have withdrawn yourself in error and need your application reinstated whilst the campaign is still live, please contact us via:

unitybusinessservicesrecruitmentresults@hmrc.gov.uk – Use the subject line to insert appropriate wording for example – ‘Please re-open my application – [insert vacancy ref] & vacancy closing date [insert date]’

To check that you are eligible to apply for this role, [please review the eligibility information before submitting your application](#).

The HMRC app can help you with your application

The [HMRC app](#) can provide you with your past 5 years' employment history, making the process of filling in your application quicker and easier.

If successful in your application, you will need your National Insurance number for the onboarding process.

Download the [HMRC app](#) now and save your National Insurance number to your digital phone wallet.

How to download the HMRC app and sign up for an account:

Download the free [HMRC app](#) from the App Store or Google Play store.

If you have an HMRC online account already, sign straight in using your ID and password. If not, you can prove your identity by answering some questions or providing your photo ID.

You'll then be able to access the app quickly and easily by signing in using a 6-digit PIN, your fingerprint or facial recognition.

You can find guidance for technical issues on GOV.UK: [Technical support with HMRC online services](#).

Reserve List

A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles – if this applies to you, we'll let you know via your Civil Service Jobs account.

Criminal Record Check

Applications received from candidates with a criminal record are considered fairly in accordance with the DBS Code of Practice and the Recruitment of ex-offenders Policy.

Merit List

After interview, merit lists will be created for each location advertised within the vacancy. If you are successful at interview, you will be placed on the merit list for any locations you have expressed an interest for. Appointments

from each merit list will be made in strict merit order.

Hybrid working at HMRC

HMRC is an office-based organisation, and colleagues are expected to spend 60% of their working time in the office. Our offices provide opportunity for interaction, collaboration which aids learning and development and a sense of community. Where the role allows it, and where the home environment is suitable, colleagues can work from home for up to 2 days a week, averaged over a calendar month (or a proportionate amount of time for colleagues who work less than full time).

Reasonable Adjustments

We want to make sure no one is put at a disadvantage during our recruitment process. To assist you with this, we will reduce or remove any barriers where possible and provide additional support where appropriate.

If you need a change to be made so that you can make your application, you should:

- Contact the UBS Recruitment Team via unitybusinessservicesrecruitmentresults@hmrc.gov.uk as soon as possible before the closing date to discuss your needs.

Complete the "Assistance required" section in the "Additional requirements" page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you're deaf, a Language Service Professional.

Important information for existing HMRC contractual homeworkers

This role may be suitable for existing HMRC employees who are contractual homeworkers. Occasional attendance to the office will be required where there is a business need. Please consider the advertised office locations for this role when applying and only select locations from the 'location preferences' section that you can travel to.

Terms and Conditions

Customer facing roles in HMRC require the ability to converse at ease with members of the public and provide advice in accurate spoken English and/or Welsh where required. Where this is an essential requirement, this will be tested as part of the selection process.

HMRC has a presence in every region of the UK. For more information on where you might be working, [review this information on our locations](#).

The Civil Service values honesty and integrity and expects all candidates to abide by these principles. The evidence you provide in your application must relate to your own experiences.

Any instances of plagiarism or other forms of cheating will be investigated and, if proven, the relevant application(s) will be withdrawn from the process.

Recording of interviews is prohibited unless explicit agreement is sought in line with the UK General Data Protection Regulations.

Questions relating to an individual application must be emailed as detailed later in this advert.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

A candidate is not eligible to apply for a role within the Civil Service if the application is made within a 5 year period following a dismissal for carrying out internal fraud against government.

New entrants will join on the minimum of the pay band.

Please note that if you are applying for roles on a part-time basis, the salary agreed will be pro-rata, reflective of the working hours agreed within your contract.

If you experience accessibility problems with any attachments on this advert, please contact the email address in the 'Contact point for applicants' section.

For more Information for people applying for, or thinking of applying for, roles at HM Revenue and Customs, please see link: [Working for HMRC: information for applicants - GOV.UK](#).

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel](#)

[security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)
- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : PD Recruitment queries (HMRC Transformation)

Email : pdrecruitmentqueries@hmrc.gov.uk

Recruitment team

Email : unitybusinessservicesrecruitmentresults@hmrc.gov.uk

Further information

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. You have the right to complain if you feel there has been a breach of the Recruitment Principles.

In the first instance, you should raise the matter directly via ubsrecruitmentcomplaints@hmrc.gov.uk. Please note that we do not accept complaints or appeals regarding scoring of outcomes of campaigns, unless candidates can provide clear evidence that the campaign did not follow the Recruitment Principles.

If you are not satisfied with the response, you may bring your complaint to the Commission. For further information on bringing a complaint to the Civil Service Commission please visit their website.

Attachments

[450279 - FAQ SQ PM 2026 \(docx, 51kB\)](#)

[450279_FAQ SQ PM 2026_WELSH \(docx, 51kB\)](#)

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